



UNITED STATES OF AMERICA  
RAILROAD RETIREMENT BOARD  
844 NORTH RUSH STREET  
CHICAGO, ILLINOIS 60611-2092

FEB 03 2012

GENERAL COUNSEL

Mr. Jason Smathers  
MuckRock News  
DEPT MR 989  
P. O. Box 55819  
Boston, MA 02205-5819

Re: Freedom of Information Act  
Request dated January 7, 2012, C.  
1412-12

Dear Mr. Smathers:

This is in response to your request dated January 12, 2012, wherein you requested under the Freedom of Information Act (FOIA) the "administrative tracking file (including correspondence, memos, emails, etc.) for the request(s) and administrative appeal(s) submitted between January 1, 2009 and the present by Russell Carollo, pertaining to travel records."

Pursuant to your request, please find enclosed a copy of the administrative file located pertaining to the various requests to the Railroad Retirement Board for travel information filed by Mr. Russell Carollo, Journalist.

I trust that this is responsive to your request.

Appeal Rights

The regulations of the Railroad Retirement Board provide that you may appeal the denial of a requested record by writing to the Secretary to the Board, Railroad Retirement Board, 844 North Rush Street, Chicago, Illinois 60611-2092, within 20 days following your receipt of this letter. A letter of appeal must include reference to, or a copy of, this letter.

Sincerely,

A handwritten signature in cursive script that reads "Karl T. Blank".

Karl T. Blank  
General Counsel

Enclosures



# JOURNALIST RUSSELL CAROLLO

1947 Newton Road Extension  
Red Creek Ranch, Pueblo, CO 81005

Phone: (719) 443-3909  
Fax: CALL FIRST  
Email: russellcarollo@gmail.com

Feb. 16, 2010

Eric Wooden  
Railroad Retirement Board

Pursuant to the federal Freedom of Information Act, 5 U.S.C. 552, I request access to and copies of all databases containing information related in any way to travel by RRB employees and/or financed by the RRB. This would include, but not be limited to, travel paid for by other entities, public or private.

This request is for entire databases, all tables, all fields, all records, all years. Include all records generated up to the day of the final response, and do not limit the request to only records generated until the date of the request.

I also request that you include a record layout (data dictionary) describing all database fields, including withheld fields, and any training/instructional material associated with this database. I need in an electronic form with field delimiters, not a text dump ions to a website. Also, please include definitions for any code.

I can accept this computer data in Access, Excel, FoxPro and Paradox and many others), and I would like to see it first if you have it.

any technical questions so we can discuss them. Please justify each deletion (including deletions) separately and reserve the right to appeal any decisions.

I will only modify this request in writing — not via telephone.

Include information contained in the material that otherwise would be considered non-responsive to the specific request. In other words, this request includes the entire database containing this information, not just a portion of it.

Send me documentation of any similar requests.

Notify me prior to incurring more than \$150 of expenses. The information is intended for publication that, as the fee waiver requires, is "likely to contribute significantly to public understanding of the operations or activities of the government." A number of projects about government operations written by me were published by numerous newspapers across the United States and in other countries. Those projects resulted in network news magazine shows on ABC, NBC, CBS and cable networks; Congressional hearings; federal legislation; policy changes; and numerous national awards, including three presented personally by U.S. Presidents Ford, Clinton and George W. Bush. I ask that you waive all fees.

This information is of timely value, so please communicate questions by telephone rather than by mail. I look forward to your reply within 20 business days, as the statute requires.

Thanks for your assistance.  
Yours very truly,

Russell Carollo, journalist



UNITED STATES OF AMERICA  
RAILROAD RETIREMENT BOARD  
844 NORTH RUSH STREET  
CHICAGO, ILLINOIS 60611-2092

OFFICE OF GENERAL COUNSEL

MAR 10 2010

Mr. Russell Carollo, Journalist  
1947 Newton Road Extension  
Red Creek Ranch  
Pueblo, CO 81005

Re: Freedom of Information Act  
Request dated February 16,  
2010, C. 1740-10

Dear Mr. Carollo:

This is in response to your letter dated February 16, 2010 to the Railroad Retirement Board (RRB), received by the Office of General Counsel on February 17, 2010, wherein you requested "access to and copies of all records (with the exception of computer records covered in a separate FOIA request this day) related in any way to travel by the Chairman since January 1, 2009." You made your request pursuant to the Freedom of Information Act.

As you may know, the RRB is an independent agency in the executive branch of the United States Government that is charged with the administration of the Railroad Retirement Act (45 U.S.C. § 231 et seq.) and the Railroad Unemployment Insurance Act (45 U.S.C. § 351 et seq.). The Railroad Retirement Act replaces the Social Security Act with respect to employment in the railroad industry. As a Federal agency, the RRB is subject to the provisions of the Freedom of Information Act (FOIA) (5 U.S.C. § 552) and of the Privacy Act (5 U.S.C. § 552a).

Pursuant to your request, please find enclosed copies of the E2 Solutions Travel Vouchers for the three business trips taken by the Chairman of the RRB during the time period covered by your request.



Printed on recycled paper

-2-

I trust that this is responsive to your request.

Sincerely,

A handwritten signature in dark ink, appearing to read "S. Bartholow", written over the printed name.

Steven A. Bartholow  
General Counsel

Enclosures



UNITED STATES OF AMERICA  
RAILROAD RETIREMENT BOARD  
844 NORTH RUSH STREET  
CHICAGO, ILLINOIS 60611-2092

GENERAL COUNSEL

Mr. Russell Carollo, Journalist  
1947 Newton Road Extension  
Red Creek Ranch  
Pueblo, CO 81005

MAR 16 2010

Re: Freedom of Information Act  
Request dated February 16,  
2010

Dear Mr. Carollo:

This is in response to your letter dated February 16, 2010 to the Railroad Retirement Board (RRB) wherein you requested "access to and copies of all databases containing information related in any way to travel by RRB employees and/or financed by the RRB" and including, "but not limited to, travel paid for by other entities, public or private." You requested "entire databases, all tables, all fields, all records, all years." You made your request pursuant to the Freedom of Information Act.

As you may know, the RRB is an independent agency in the executive branch of the United States Government that is charged with the administration of the Railroad Retirement Act (45 U.S.C. § 231 et seq.) and the Railroad Unemployment Insurance Act (45 U.S.C. § 351 et seq.). The Railroad Retirement Act replaces the Social Security Act with respect to employment in the railroad industry. As a Federal agency, the RRB is subject to the provisions of the Freedom of Information Act (FOIA) (5 U.S.C. § 552) and of the Privacy Act (5 U.S.C. § 552a). The Privacy Act generally prohibits disclosure of information concerning individuals to third parties.

The RRB does not have travel records readily available showing the information you seek. In order to identify the information you have requested, the agency would have to do a specialized review of all the RRB's travel records maintained by the RRB based on the current record retention schedule of a period of six years. Accordingly, your request is being considered a request for custom tailored information within the

meaning of section 200.4(o) of the RRB's regulations (20 CFR 200.4). Section 200.4(o)(2) of the RRB's regulations provides that the RRB is not required to provide custom tailored information and will do so only when the appropriate fees have been paid and when the request for such information will not divert staff and equipment from the RRB's primary responsibilities.

We are currently working with the RRB's travel contractor to determine an estimate of the costs associated with retrieving and providing this information. Once we have been informed of an estimate of the costs by the RRB's travel contractor, we will determine whether the requested information may be disclosed to you under the RRB's regulations.

You may expect a response as soon as the above information becomes available.

Sincerely,

Steven A. Bartholow  
General Counsel

*MPD*  
*Bartholow*  
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## *JOURNALIST RUSSELL CAROLLO*

THRU: 1947 Newton Road Extension  
Red Creek Ranch, Pueblo, CO 81005

Phone: (719) 485-3909  
Fax: Call first  
Email: russellcarollo@gmail.com

March 24, 2010

Steven A. Bartholow  
General Counsel  
Railroad Retirement Board

Dear Mr. Bartholow,

Thank you for your attached response to my FOIA request.

Nothing in this letter is intended to change the scope of my request.

Your letter suggested that I asked your agency to create records. I did not.

My request asked for:

***"...all databases containing information related in any way to travel by RRB employees and/or financed by the RRB..."***

You wrote that RRB "does not have travel records readily available showing the information you seek."

My request also stated:

***"Include information contained in the material that otherwise would be considered non-responsive to the specific request. In other words, this request includes the entire database containing this information, not just a portion of it."***

If there are any databases containing the information I asked for (and surely there are), I'm, asking for the entire databases, not a selected extraction from those databases.

As you can see, my request is not, as your letter suggested, seeking "custom-tailored information."

Thank you for your assistance.

Yours very truly,

Russell Carollo



UNITED STATES OF AMERICA  
RAILROAD RETIREMENT BOARD  
844 NORTH RUSH STREET  
CHICAGO, ILLINOIS 60611-2092

GENERAL COUNSEL

APR 19 2010

Mr. Russell Carollo, Journalist  
1947 Newton Road Extension  
Red Creek Ranch  
Pueblo, CO 81005

Re: Freedom of Information Act  
Request dated February 16,  
2010 and email request dated  
March 24, 2010

Dear Mr. Carollo:

This is in further response to your letter dated February 16, 2010 to the Railroad Retirement Board (RRB), received by the Office of General Counsel on February 17, 2010, wherein you requested "access to and copies of all records (with the exception of computer records covered in a separate FOIA request this day) related in any way to travel by the Chairman since January 1, 2009." You made your request under the Freedom of Information Act.

Pursuant to your request, by letter dated March 10, 2010, I provided you copies of the E2 Solutions Travel Vouchers for the three business trips taken by the Chairman of the RRB during the time period covered by your request.

In your March 24, 2010 email letter, you specifically requested "...hotel receipts, meal receipts, taxi receipts, airline tickets, etc." related to the Chairman's travel for the period you requested. Accordingly, please find enclosed the travel records maintained by the Board concerning the three trips taken by the Chairman of the Board for the time period responsive to your request.

It should be noted that the travel records of employees of this Federal agency are now automated by the Board's contractor, CWTSato Travel E2 Solutions. Additionally, it should be noted that receipts for expenses



less than \$75.00, such as taxis fares, etc., do not require documentation for reimbursement.

I trust that this is responsive to your request.

Sincerely,

Steven A. Bartholow  
General Counsel

Enclosures

*mr?* *Love*  
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UNITED STATES OF AMERICA  
RAILROAD RETIREMENT BOARD  
844 NORTH RUSH STREET  
CHICAGO, ILLINOIS 60611-2092

OFFICE OF GENERAL COUNSEL

Mr. Russell Carollo, Journalist  
1947 Newton Road Extension  
Red Creek Ranch  
Pueblo, CO 81005

MAY 4 2010

Re: Freedom of Information Act  
Request dated February 16,  
2010

Dear Mr. Carollo:

This is in further response to your letter dated February 16, 2010 and email letter dated March 24, 2010 to the Railroad Retirement Board (RRB) wherein you requested "access to and copies of all databases containing information related in any way to travel by RRB employees and/or financed by the RRB" and including, "but not limited to, travel paid for by other entities, public or private." You requested "entire databases, all tables, all fields, all records, all years." You made your request pursuant to the Freedom of Information Act.

As you may know, the RRB is an independent agency in the executive branch of the United States Government that is charged with the administration of the Railroad Retirement Act (45 U.S.C. § 231 et seq.) and the Railroad Unemployment Insurance Act (45 U.S.C. § 351 et seq.). The Railroad Retirement Act replaces the Social Security Act with respect to employment in the railroad industry. As a Federal agency, the RRB is subject to the provisions of the Freedom of Information Act (FOIA) (5 U.S.C. § 552) and of the Privacy Act (5 U.S.C. § 552a). The Privacy Act generally prohibits disclosure of information concerning individuals to third parties.

By letter dated March 16, 2010, we informed you that we had determined that your request was being considered a request for custom tailored information within the meaning of section 200.4(o) of the RRB's regulations (20 CFR 200.4). Section 200.4(o)(2) of the RRB's regulations provides that

the RRB is not required to provide custom tailored information and will do so only when the appropriate fees have been paid and when the request for such information will not divert agency staff and equipment from the RRB's primary responsibilities.

In your March 24, 2010 email letter, you disagreed with the RRB's decision to consider your request for "all databases" containing information related to RRB travel as a request for custom tailored information. On review, we agree, but for the reason set forth below.

Travel arrangements for agency employees are outsourced to an outside company. Therefore, on review, we have determined that the database information requested is not an agency record. The outside contractor, who is responsible for the RRB's travel, CW Government Travel, Inc. retains possession of their database and instructional materials through their contract with the RRB. CW Government Travel provides travel services for the RRB. Thus, the database and instructional materials are not records in the government's possession. A record layout (data dictionary) does not exist for the database.

Based on our request, the RRB's travel contractor, CW Government Travel, Inc., has provided us with an estimate of the costs associated with retrieving and providing the information you are seeking. Please find enclosed a copy of that cost estimate. As can be seen, the total cost estimate to provide the information you seek is \$8,190.00. Accordingly, if you wish to obtain this information, please send a check made payable to the U.S. Railroad Retirement Board in the correct amount. Once payment in full is received, we will be happy to proceed with your request. You may also wish to revise or narrow your request.

#### Appeal Rights.

The regulations of the Railroad Retirement Board provide that you may appeal the denial of a requested record by writing to the Secretary to the Board, Railroad Retirement Board, 844 North Rush Street, Chicago, Illinois 60611-2092, within 20 days following your receipt of this letter. A letter of appeal must include reference to, or a copy of, this letter.

Sincerely,



Steven A. Bartholow  
General Counsel

Enclosure

*EW*  
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*mt?*

**Law Offices of Hart & Associates, Ltd.  
Attorney and Counselor  
4931 Nashwood Lane  
Dallas, Texas 75244**

June 7, 2010

**Secretary to the Board  
Railroad Retirement Board**

I am the attorney for Bailoutsleuth.com Foundation, Inc., a not-for-profit foundation that has retained Russell Carollo to request public records from various federal agencies under the federal Freedom of Information Act ("FOIA").

This is an appeal under the Freedom of Information Act, 5 U.S.C. 552. On February 16, 2010, Mr. Carollo filed the attached FOIA request to the Railroad Retirement Board ("RRB"). Nothing in this appeal is intended to change the scope of Mr. Carollo's FOIA request to the RRB.

The response of the RRB, denying Mr. Carollo's FOIA request, was not appropriate for the following reasons:

- 1) More than a dozen other federal agencies/entities (including the FTC, FCC, ARC, FCA, SSS, CNA, FLRA, ITC, FMC, USPS, DHHS, GSA, GSA-OIG, and NRC) have provided information to Mr. Carollo pursuant to identical FOIA requests he has made to those agencies/entities.

The GSA, DHHS and NRC, collectively, have provided more than 1.2 million computer records pursuant to Mr. Carollo's FOIA requests.

In addition, NASA provided a 406-page data dictionary and allowed Mr. Carollo to select fields he needed from it. The USPS allowed him to select from its lengthy data dictionary. NASA, the USPS and the Department of Education are preparing to release requested data to Mr. Carollo.

Most of these agencies are many times larger than the RRB, with many times the number of records and much larger and more complex databases, yet Mr. Carollo has not been charged a single dime for data he has requested.

The RRB's decision to deny Mr. Carollo his FOIA request is inconsistent with the policies of other federal agencies he has contacted.

- 2) Mr. Carollo requested record layout(s)/data dictionary(s) from the RRB. The response of the RRB did not address that portion of his request. These documents would allow him to identify the names of your databases and types of information kept in those databases. These documents also would allow him to verify your request for fees by determining the size and complexity of your databases.
- 3) The time period of Mr. Carollo's FOIA request for data was specified as "all years." Given that Mr. Carollo is requesting data, not paper records, this is a reasonable approach. If he requested specific years, you would be required to remove years he did not request, which requires more work. Also, not knowing what years you have in your database, he would be guessing.
- 4) The response of the RRB claims Mr. Carollo requested "custom tailored" information. Actually, Mr. Carollo's request stated:

***This request is for entire databases, all tables, all fields, all records, all years. Include all records generated up to the day of the final response, and do not limit the request to only records generated until the date of the request.***

Nothing in the language he used suggests in any way that he was asking anyone to create a record or "custom tailored" information, and none of the more than 50 other federal agencies he filed the identical request with interpreted the request as a request for "custom tailored" information.

- 5) Concerning your fee estimate for data, again, please provide a record layout(s)/data dictionary(s), which would allow Mr. Carollo to calculate time needed. Databases take seconds to copy to external storage devices, and eliminating fields determined to be exempt – or "filtering" data – takes one key stroke (less that a second) per field.

For instance, the record layout Mr. Carollo requested from NASA was 406 pages long. It took Mr. Carollo two hours to go through the NASA record layout and identify fields he wanted.

The RRB need only identify on its record layout the fields it deems exempt, and pass those selections to an IT person, who presses one key per exempt field.

The cost estimate provided by the RRB has no basis in reality (either the hourly rate or the time estimate) and is not consistent with practices of all

the other federal agencies that have responded to identical FOIA requests made by Mr. Carollo.

The record layout provided by the RRB would further confirm this.

Besides not providing the record layouts, the response of the RRB does not identify the number of databases it has or otherwise identify the volume or complexity of responsive materials to justify the cost of more than \$8,000 for retrieval of such materials.

- 6) The fact that the records are outsourced to an outside company does not mean the RRB records are no longer public or are not "an agency record." These are records of how taxpayer funds were spent by top officials in the RRB and the public has a right to this information. In addition, taxpayer funds were used to create and maintain the RRB records; therefore, they are public records.

Nothing under FOIA allows federal agencies to make their public records secret simply by outsourcing or sending them to an outside entity for maintenance.

Your contractor works for you, it maintains the RRB records, and is paid by taxpayer funds. You have the authority to command your contractor to produce the RRB records.

DHHS also uses an outside contractor to maintain its records in Govtrip, and DHHS provided Mr. Carollo with a database of 478,342 electronic records from Govtrip. The RRB must also have the ability to provide similar database records requested by Mr. Carollo.

The DHHS contact is Tom Dollarhide, (301) 443-6515.

Please note that the following language was added under the FOIA subsection 5 USC 552(f)(2)(B) in the 2007 amendments.

(f) For purposes of this section, the term—

- (1) "agency" as defined in section 551 (1) of this title includes any executive department, military department, Government corporation, Government controlled corporation, or other establishment in the executive branch of the Government (including the Executive Office of the President), or any independent regulatory agency; and

- (2) "record" and any other term used in this section in reference to information includes—

(A) any information that would be an agency record subject to the requirements of this section when maintained by an agency in any format, including an electronic format; and  
(B) any information described under subparagraph (A) that is maintained for an agency by an entity under Government contract, for the purposes of records management.

- 7) Mr. Carollo was denied records under 5. U.S.C. 552 by the RRB with no exemption cited as its authority for such denial.

Exemptions under the FOIA are discretionary, not mandatory. See, e.g., Chrysler Corp. v. Brown, 441 U.S. 281, 293 (1979) (noting that "Congress did not design the FOIA exemptions to be mandatory bars to disclosure"); Bartholdi Cable Co. v. FCC, 114 F.3d 274, 282 (D.C. Cir. 1997) ("FOIA's exemptions simply permit, but do not require, an agency to withhold exempted information"). The Agency may thus make a discretionary disclosure of any information that may fall within an exemption in recognition of the "balancing and accommodation" that the application of the Act requires. Chrysler, 441 U.S. at 293. On his first day in office, President Obama released an Executive Memorandum making it clear that "[t]he Freedom of Information Act should be administered with a clear presumption: In the face of doubt, openness prevails. ... The presumption of disclosure should be applied to all decisions involving FOIA." See President Barack Obama, Memorandum for the Heads of Executive Departments and Agencies, Jan. 21, 2009, available at [http://www.whitehouse.gov/the\\_press\\_office/FreedomofInformationAct/](http://www.whitehouse.gov/the_press_office/FreedomofInformationAct/).

Attorney General Eric Holder, Memorandum for Heads of Executive Departments and Agencies, March 19, 2009, (available at <http://www.justice.gov/ag/foia-memo-march2009.pdf>) reiterated that principle and "strongly encourag[ed] agencies to make discretionary disclosures of information," noting that, "an agency should not withhold information simply because it may do so legally."

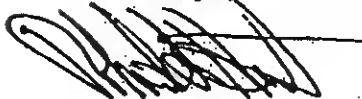
I respectfully ask that you consider that this FOIA request is being made by a nonprofit foundation and that the information Mr. Carollo seeks is sought under a law intended by Congress to keep our citizens informed about the activities of government – a law our government and many others feel is vital to a free nation. I also respectfully ask that you consider that the initial response of the RRB to Mr. Carollo's FOIA request was not in keeping with the spirit or the letter of that law or with policies of the RRB.

In any case, I expect to receive your decision no later than twenty (20) business days, as the statute requires.



Thank you for your assistance. Please send copies of your response to this request to me and to Mr. Carollo, at the address you have on file for him.

Sincerely,

A handwritten signature in black ink, appearing to read 'Robert S. Hart', with a horizontal line extending to the right.

Robert S. Hart

Marguerite

---

**From:** Bartholow, Steven A.  
**Sent:** Tuesday, June 08, 2010 9:10 AM  
**To:** Dadabo, Marguerite P.  
**Subject:** FW: FOIA appeal

We will need a control slip for this.

---

**From:** Russell Carollo [mailto:[russelcarollo@gmail.com](mailto:russelcarollo@gmail.com)]  
**Sent:** Tuesday, June 08, 2010 9:08 AM  
**To:** Bartholow, Steven A.  
**Subject:** FOIA appeal

Mr. Bartholow,  
Hello.

To avoid my having to use FedEx, please acknowledge receipt of the attached FOIA appeal with a simple "received" email reply.

Thank you.  
Russell

11/30/2010



UNITED STATES GOVERNMENT  
**MEMORANDUM**

FORM G-115 (1-82)  
\* RAILROAD RETIREMENT BOARD

**FOR BOARD REVIEW  
AND APPROVAL**

**JUL 01 2010**

**TO :** The Board

**FROM :** Steven A. Bartholow  
General Counsel

**SUBJECT :** Mr. Russell Carollo, Journalist, FOIA Appeal

Attached for your review and approval is a draft reply to the appeal of Mr. Russell Carollo, Journalist, of the denial of his Freedom of Information Act (FOIA) request for RRB travel databases. The draft provides him a copy of the data dictionary and asks that he revise or narrow the scope of his request by providing a particular time period and/or any particular information he is seeking.

Due to the 20 day statutory time frame for providing Mr. Carollo an answer his appeal, we ask for expedited Board approval as soon as possible but no later than 2:00 p.m. on Tuesday, July 6, 2010.

Attachment

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UNITED STATES OF AMERICA  
RAILROAD RETIREMENT BOARD  
844 NORTH RUSH STREET  
CHICAGO, ILLINOIS 60611-2092

BOARD MEMBERS:

MICHAEL S. SCHWARTZ, CHAIRMAN  
V.M. SPEAKMAN, JR., LABOR MEMBER  
JEROME F. KEVER, MANAGEMENT MEMBER

JUL 06 2010

Mr. Robert S. Hart  
Attorney at Law  
Hart & Associates, Ltd.  
4931 Nashwood Lane  
Dallas, TX 75244

Re: Freedom of Information Act  
Appeal dated June 7, 2010

Dear Mr. Hart:

This is in response to your letter dated June 7, 2010, received June 8, 2010 by email, to the Railroad Retirement Board (hereinafter the Board), wherein you appealed the denial of a request under the Freedom of Information Act made by Mr. Russell Carollo by letter dated February 16, 2010. In the earlier decisions, dated March 16, 2010 and May 4, 2010, Mr. Carollo was denied entire databases of RRB travel information which he requested.

As Mr. Carollo has been advised, the Board does not possess the records he has requested. However, the outside contractor who is responsible for the Board's travel, CW Government Travel, Inc., retains possession of their database and instructional materials through their contract with the Board.

Based on your appeal, and further review and consultation with other agencies, we may be able to furnish Mr. Carollo with the information comparable to what he has requested. Mr. Carollo should revise or narrow the scope of his request in writing, by providing a time period and/or any particular information he is seeking, so that we may be able to provide him with records comparable to his initial request. We are providing you with a copy of the relevant data dictionary showing the specific data fields available which Mr. Carollo may select from. Accordingly, please provide the Board with a listing of Mr. Carollo's chosen data

fields at your convenience. Once received, we will evaluate the requirements definition and determine what specific information may be disclosable.

Appeal Rights.

The decision of the Railroad Retirement Board to withhold information may be appealed by filing a complaint in the United States District Court for the district in which you reside or have your principal place of business; the United States District Court for the Northern District of Illinois; or the United States District Court for the District of Columbia.

Sincerely,

*Beatrice Ezerski*

FOR THE BOARD

Beatrice Ezerski

Secretary to the Board

Enclosure.

bcc: Board Members  
General Counsel  
Assistant General Counsel  
Director of Administration  
Director of Operations

SABartholow:MPDadabo:ETWooden:etw:scm  
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TABLE	COLUMN	DESCRIPTION
EXTRACT_PAYMENTMETHOD		The <i>extract_paymentmethod</i> table contains the methods by which a traveler chose to be reimbursed on a payment via E2.
	EXT_AGENCY_CODE	The code representing the agency
	TRIP_ID	The id of the trip related to the payment
	VOUCHER_ID	The id of the voucher related to the payment
	RECLAIM_SEQNO	The number of the voucher reclaim
	TDT_EIC_AMOUNT	Total dollar amount to be disbursed to EIC
	TDT_CBA_AMOUNT	Total dollar amount to be disbursed to CBA
	TDT_TVLIR_AMOUNT	Total dollar amount to be disbursed to traveler
EXTRACT_REMARKS	LOAD_DATE	Date the data was loaded into the extract
EXTRACT_PAYMENTS		The <i>extract_payments</i> table contains data received by E2 from the agency financial system concerning payments made on a document in E2.
	EXT_AGENCY_CODE	The code representing the agency
	REMARK_CHAIN_ID	The id of the chain of remarks
	REMARK_DATE	The creation date of the remark
	MODULE	The module in which the remark was created
	CREATED_BY	The author of the remark
	REMARK_TEXT	The text of the remark
	LOAD_DATE	Date the data was loaded into the extract
EXTRACT_LOCALTRAVEL		
	TRIP_ID	The id of the trip related to the payment
	SEQNO	The sequence number of the payment
	VOUCHER_ID	The id of the voucher related to the payment
	DOV_NUM	NA / Deprecated
	AMOUNT_DUE	Payment amount due
	DATE_DUE	Date payment due
	AMOUNT_PAID	Payment amount paid
	DATE_PAID	Date payment paid
	EFT_TRACER	Electronic transfer tracer number
	CHECK_NO	Payment check number
	CLAIM_NO	Payment claim number
	PROCESSED	Yes/No whether payment replied as processed
	DATE_COLLECTED	NA / Deprecated
	DISBURSEMENT_TYPE	Disbursement type/class
	DISBURSEMENT_CODE	Disbursement code/class
	CUSTOM_DOC_NBR	Custom document number of voucher related to payment
	EXT_AGENCY_CODE	The code representing the agency
EXTRACT_ACCOUNTCODE		
EXTRACT_LOCALTRAVEL		The <i>extract_localtravel</i> table contains the data central to a local travel voucher.
	EXT_AGENCY_CODE	The code representing the agency
	LTRIP_ID	The id of the local travel voucher
	SSN	The id of the traveler (not the actual social security number)
	MCUST_ID	The id of the traveler's major customer
	CUST_ID	The id of the traveler's minor customer
	STATUS	The status of the local travel voucher
	PERIOD_START	The start date of the local travel voucher
	PERIOD_STOP	The end date of the local travel voucher
	DATE_SUBMITTED	The date the local travel voucher was submitted for approval
	COMPLETED	Yes/No whether claim has been completed
	CLAIM_TYPE	NA / Deprecated
	ROUTING_ID	The id of the routing path related to the local travel voucher
	ORDERS_GENERATED_DATE	Creation date of the local travel claim
	ACCT_CODE_CHAIN_ID	The id of the account code chain related to the local travel voucher
	CUSTOM_DOC_NBR	The custom document number of the local travel voucher
	LOAD_DATE	Date the data was loaded into the extract
	REMARK_CHAIN_ID	The id of the remark chain related to the local travel voucher
EXTRACT_ACCOUNTCODE		
EXTRACT_ACCOUNTCODE		The <i>extract_accountcode</i> table contains the account codes related to documents within E2.
EXTRACT_ACCOUNTCODE		The code representing the agency
		The id of the account code chain (related to <i>acct_code_chain_id</i> in document tables)

TABLE	COLUMN	DESCRIPTION
	ACCT_CODE_ID	The id of the account code
	ACCT_CODE_STRING	The concatenated account code
	BBFY	The GSA BBFY
	FUND	The GSA FUND
	REGION	The GSA REGION
	BUDGET_ACTIVITY	The GSA BUDGET_ACTIVITY
	ORG	The GSA ORG
	COST_ELEMENT	The GSA COST_ELEMENT
	FUNCTION_CODE	The GSA FUNCTION_CODE
	PROJECT_CODE	The GSA PROJECT_CODE
	BUILDING_NUMBER	The GSA BUILDING_NUMBER
	WORK_ITEM	The GSA WORK_ITEM
	SYSTEM_CODE	The GSA SYSTEM
	VEHICLE_TAG_NBR	The GSA VEHICLE_TAG_NBR
	AGREEMENT_NUMBER	The GSA AGREEMENT_NUMBER
	CONTRACT_NUMBER	The GSA CONTRACT_NUMBER
	CONTRACT_LINE	The GSA CONTRACT_LINE
	ACCT_CODE_DESCRIPTOR	The description of the account code
	ACTIVE	The active status of the account code
	FUND_NAME	The name of the fund related to the account code
	AMOUNT	The dollar amount allocated to the account code
	OBLIGATED_AMT	N/A for GSA
	OBLIGATED_BALANCE	N/A for GSA
	LOAD_DATE	Date the data was loaded into the extract

#### EXTRACT\_CUSTOMERGROUPINGS

The extract\_customergroupings table is a flat-file representation of the customer matrix (hierarchy) in E2

EXT_AGENCY_CODE	The code representing the agency
AGENCY_NAME	The name of the Agency
ORGANIZATION_CODE	The id of the Organization
ORGANIZATION_NAME	The name of the Organization
MCUST_ID	The id of the Major Customer
MCUST_NAME	The name of the Major Customer
CUST_ID	The id of the Minor Customer
CUST_NAME	The name of the Minor Customer
LOAD_DATE	Date the data was loaded into the extract

#### EXTRACT\_SITES

The extract\_sites table contains the travel sites related to a document in E2.

EXT_AGENCY_CODE	The code representing the agency
SITE_TYPE	The stage of the trip to which the site group is linked
TRIP_ID	The id of the trip
SEQNO	The sequence number of the site in relation to the trip
CITY	The city name of the site
COUNTRY	The country name of the city
COUNTY_FLAG	The status of the site as a county
LODGRATE	The daily lodging rate for the site
MIERATE	The daily meals and incidentals rate for the site
TOT_PERDIEM	The total per diem rate for the site
TOT_LODG	The total lodging rate for the site
DAYS	The duration in days at the site
NIGHTS	The duration in nights at the site
ARR_DATE	The arrival date at the site
DEP_DATE	The departure date at the site
MODE1	The mode of transportation to the site
MODE2	The mode of transportation from the site
AIRPORT1	The arrival airport of the site
AIRPORT2	The departure airport of the site
HOTEL	Yes/No hotel used at the site
RENTAL_CAR	Yes/No rental car used at the site
RENTAL_CAR_DAYS	Duration of days rental car used
CAR_PICKUP_DATE	Start date of car rental at site
CAR_RETURN_DATE	End date of car rental at site
CAR_PICKUP_LOCATION	Location of car pickup
CAR_RETURN_LOCATION	Location of car return
CAR_TYPE	Type code of rental car
CAR_JUSTIF	Justification for rental car
DEPART_TIME	Hour of departure from site
DEPART_CODE	Code of departure from site

TABLE	COLUMN	DESCRIPTION
	REIMB_CODE	Code of reimbursement at site ( <u>P</u> er diem, <u>A</u> ctual, <u>R</u> educed)
	REDUCED_LODGING	Dollar amount of reduced per diem lodging
	REDUCED_MIE	Dollar amount of reduced per diem meals and incidentals
	NON_AVAILABILITY	Non-availability justification
	NONCONTRACT_JUSTIF	Justification for non-contract
	LP_SITE	Yes/No lodging program site
	SS	NA / Deprecated
	BOOKED_HOTEL_RATE	Nightly rate of booked hotel
	REASON	NA / Deprecated
	REIMB_CODE_LODGING	Code of reimbursement for lodging
	REIMB_CODE_MEALS	Code of reimbursement for meals
	CROSSED_IDL	Day adjustment of international date line crossing for site
	GA_COMMITTED_CODE	Code of government auto committed
	ACTUAL_MEAL_RATE	Meal expenses if actual reimbursement
	ACTUAL_LODGING_RATE	Lodging expenses if actual reimbursement
	TOT_LODG_TAX	Lodging tax at site
	CLASS_OF_SERVICE_CODE	Airfare Class ( <u>E</u> conomy, <u>B</u> usiness <u>C</u> lass, <u>F</u> irst <u>C</u> lass)
	ZERO_INCIDENTALS_ALLOWED	Yes/No incidental expenses=0 at site
	COUNTY	County name of site
	STATE	State code of site
	LOAD_DATE	Date the data was loaded into the extract

#### EXTRACT\_VOUCHERS

EXT_AGENCY_CODE	The code representing the agency
TRIP_ID	The id of the trip related to the voucher
VOUCHER_ID	The id of the voucher related to the trip
STATUS	The status of the voucher
VOUCHER_BEGIN	The start date of the voucher
VOUCHER_END	The end date of the voucher
FINAL_VOUCHER_FLAG	Yes/No if the voucher is the final for the trip
NTH_OCCURRENCE	NA / Deprecated
NON_EIC_USED	NA / Deprecated
VOUCHER_FILED_DATE	Date voucher sent for approval
AUDITOR_SSN	SSN (GUID) of auditor
AUDIT_FLAG	Yes/No if the voucher should be/was audited
AUDIT_DATE	Date of audit
AUDIT_STATUS	Status of audit
FROZEN	NA / Deprecated
VOUCHER_CLOSED_DATE	Date voucher reached status of closed
PAYMENT_OPTION	NA / Deprecated
REJECT_STAGE	Rejection sequence number
REJECT_CODE	Rejection reason code sequence number
RECLAIM_VOUCHER_IND	Yes/No if voucher has an associated reclaim
ROUTING_ID	The id of the routing path of the voucher
REMARK_CHAIN_ID	The id of the remark chain of the voucher
PAYMENTS_APPLIED	Amount of payments applied to voucher
ROUTING_ID_RECLAIM	The id of the routing path of the voucher if it is a reclaim
AGENCY_COMMENT	Comment from agency financial system
AGENCY_REJECT_CNT	Count of rejections from agency financial system
CUSTOM_DOC_MBR	Custom document number of voucher
ACCT_CODE_CHAIN_ID	The id of the account code chain of the voucher
VOUCHER_TYPE	Type/class of voucher
LOAD_DATE	Date the data was loaded into the extract

#### EXTRACT\_APPROVALS

EXT_AGENCY_CODE	The code representing the agency
APPROVAL_LOOKUP_ID	The id of the routing reason
APPROVAL_ID	The id of the routing step
ROUTING_ID	The id of the routing path
POOL_NAME	The name of the routing pool
APPROVER_NAME	The name of the approver
APPROVED_DATE	The date of the approval of the step
DATETIME_NOTIFIED	The date the approver was notified of pending approval
ROUTING_STATE	The routing state of the step
PRIORITY	The priority of the step
OWNER_NAME	The name of the approver to whom the step is locked
OWNER_TIME	The date the owner locked the step
MODULE	The module of the routing path



TABLE	COLUMN	DESCRIPTION
	RULE_NAME	The name of the rule that created the step
	TEMPLATE_NAME	The name of the template that created the step
	RULE_ID	The id of the rule that created the step
	CUSTOM_DESCRIPTION	The user-entered description of the rule that created the step
	DYNAMIC_INSERT_BY_NAME	The name of the user that created a dynamically inserted step
	LOAD_DATE	Date the data was loaded into the extract

#### EXTRACT\_CUSTOMERSETTINGS

EXT_AGENCY_CODE	The code representing the agency
MCUST_ID	The id of the major customer
CUST_ID	The id of the minor customer
SETTING_LEVEL	The level of the hierarchy at which the setting is made
SETTING	The name of the setting
VALUE	The value of the setting
LOAD_DATE	Date the data was loaded into the extract

#### EXTRACT\_OPENAUTH

EXT_AGENCY_CODE	The code representing the agency
OA_ID	The id of the open authorization
OA_TYPE	The type of the open authorization (limited, unlimited)
SSN	The ssn (GUID) of the user to whom the open authorization applies
STATUS	The status of the open authorization
START_DATE	The start date of the open authorization
END_DATE	The end date of the open authorization
DESTINATION_TYPE	The location type/class of the open authorization
TOTAL_EST_COST	The total estimated cost of the open authorization
TRIP_CEILING	The maximum per-trip cost of the open authorization
PURPOSE	The specific purpose of the open authorization
ROUTING_ID	The id of the routing path of the open authorization
ACCT_CODE_CHAIN_ID	The id of the accounting chain of the open authorization
EFFECTIVE_DATE	The effective date of the open authorization
CUTOFF_DATE	The ineffective date of the open authorization
CUSTOM_DOC_NBR	The custom document number of the open authorization
OBLIGATION_STATUS	The status of the obligation related to the open authorization
OBLIGATION_DATE	The date the obligation related to the open authorization was recorded
LOAD_DATE	Date the data was loaded into the extract

#### EXTRACT\_PEOPLE

EXT_AGENCY_CODE	The code representing the agency
LAST	The last name of the user
FIRST	The first name of the user
MI	The middle initial of the user
SUFFIX	The suffix of the user
NAME	The concatenated name of the user
TITLE	The title of the user
WORK_PHONE	The work phone number of the user
HOME_PHONE	The home phone number of the user
ALT_PHONE	The alternate phone number of the user
FAX	The facsimile number of the user
ADDRESS1	The address line 1 of the user
ADDRESS2	The address line 2 of the user
CITY	The city of the user
STATE	The state of the user
COUNTRY	The country of the user
ZIP	The zip code of the user
US_CITIZEN	Yes/No whether the user is a US Citizen
BASECODE	The city code of the primary duty station of the user
BASECODE_CITY	The city name of the primary duty station of the user
BASECODE_AIRPORT	The airport code of the primary duty station of the user
TICKET_METHOD	The user's preferred method of ticket delivery
SSN	The ssn (GUID) of the user
LOGNAME	The login id of the user
ORGANIZATION_CODE	The id of the Organization of the user
MCUST_ID	The id of the Major Customer of the user
CUST_ID	The id of the Minor Customer of the user
USER_TYPE	The user's type/class

TABLE	COLUMN	DESCRIPTION
	EXTERNAL_APPROVER_LEVEL	The user's level of authority for approvals outside of his/her Minor Customer
	REPORT_ACCESS_LEVEL	The user's level of authority for reports outside of his/her Minor Customer
	AUDITOR_LEVEL	The user's level of authority for audits outside of his/her Minor Customer
	SYSTEM_ADMIN_PRIVILEGE	The user's level of authority for system administration outside of his/her Minor Customer
	DOCUMENT_VIEW_LEVEL	The user's level of authority for document review outside of his/her Minor Customer
	OBE_PROFILE	The id of the user online booking engine profile
	EMAIL_ADDRESS	The email address of the user
	USER_DISABLED	Yes/No whether the user is disabled status in E2
	DELEGATE_ONLY	NA / Deprecated
	SELF_APPROVER	Yes/No whether the user has self-approval rights
	USER_AUTOAUDIT	Yes/No whether the user's documents are forced to audit
	USER_TRAINED	Yes/No whether the user has received E2 training
	INVITATIONAL_TRAVELER	Yes/No whether the user is an invitational traveler
	TRAVEL_CHARGE_CARD_OPTION	The credit card requirement setting for the user
	ADVANCE_ALLOW	Yes/No whether the user can request a travel advance
	RULES_ACCEPT	Yes/No whether the user has accepted the Rules of Behavior
	CREATED_DATE	Creation date of the user in E2
	ACTUAL_SSN	The social security number of the user (encrypted in extract)
	OTHER_EMPLOYEE_ID	The employee id of the user
	LOAD_DATE	Date the data was loaded into the extract
	BASECODE_STATE	The state code of the user's primary duty station
	BASECODE_COUNTRY_CODE	The country code of the user's primary duty station

**EXTRACT\_EXPENSES**

EXT_AGENCY_CODE	The code representing the agency
EXP_DATA_TYPE	The data type of the expense record
TRIP_ID	The id of the trip of the expense
TRIP_DATE	The date of the expense
CITY_CODE	The city code of the expense
CITY	The city name of the expense
SEQNO	The sequence number of the expense
EXP_NAME	The name of the expense type
AMOUNT	The dollar amount of the expense
LOAD_DATE	Date the data was loaded into the extract
VOUCHER_ID	The voucher_id of the expense

**EXTRACT\_TRIPS**

EXT_AGENCY_CODE	The code representing the agency
TRIP_ID	The id of the trip
OA_ID	The id of the open authorization related to the trip
GA_ID	The id of the group authorization related to the trip
FINAL_TRIP_OA_IND	Yes/No whether the trip is the last under an open authorization
AMENDMENT_IND	Yes/No whether the trip is amended
STATUS	The status of the trip
TRAVEL_APPROVED	Yes/No whether the trip has been approved
AGENCY_CODE_EXT	The agency code of the trip
MATRIX_CODE	The matrix code (Organization ID) of the trip
MCUST_ID	The id of the Major Customer of the trip
CUST_ID	The id of the Minor Customer of the trip
SSN	The ssn (GUID) of the user of the trip
LOGNAME	The login id of the user of the trip
TDY_TYPE	The type code/class of travel
PURPOSE	The specific purpose of the trip
PERDIEM_RULE	NA / Deprecated
VOCO	NA / Deprecated
CONJUS_ORDERS	Yes/No whether or not the trip is CONJUS
REIMB_CODE	The reimbursement method code
LEAVE_USED	Yes/No whether the trip contains Leave
BREAK_USED	Yes/No whether the trip contains Break
LODGING_PROGRAM_CODE	The code of the lodging program for the trip
MORE_ADVANT_TD_GOV	NA / Deprecated
CORPORATE_CARD_REQUIRED	NA / Deprecated
NON_EIC_USED	NA / Deprecated
CANCEL_RESERVATIONS_ONLY	Yes/No whether the trip had reservations cancelled
CUST_AUTOAUDIT	Yes/No whether the Minor Customer setting required the trip to be audited
COMPLETED	NA / Deprecated
ARCHIVED	NA / Deprecated
ORDERS_GENERATED_DATE	Creation date of the trip record

TABLE	COLUMN	DESCRIPTION
	BOOKING_DATE	Booking date of the trip
	TICKETING_DATE	Ticketing date of the trip
	FINAL_VOUCHER_CLOSED_DATE	Date the final voucher related to the trip was closed
	TICKET_METHOD	Ticket delivery method
	RECORD_LOCATOR	PNR (Passenger Name Record) of the reservations of the trip
	RECORD_LOCATOR2	Secondary PNR (Passenger Name Record) of the reservations of the trip
	AIRLINES_USED	Code of airlines used in reservation
	BOOKING_AIR_STATUS	Status of air booking
	BOOKING_CAR_STATUS	Status of car booking
	BOOKING_HOTEL_STATUS	Status of hotel booking
	CAR_JUSTIFICATION	Justification for out-of-policy rental car
	AIR_JUSTIFICATION	Justification for out-of-policy airfare
	CABINCLASS_JUSTIFICATION	Justification for out-of-policy cabin class
	CONTRACTED_AIR	Government-contracted city pair rate amount
	BOOKED_AIR	Booked airfare amount
	LOWEST_COST_AIR	NA / Deprecated
	COMPARATIVE_AIR	Comparative airfare amount if method of travel not air
	NFS_TRIP_IND	Yes/No whether trip non-federally funded
	NFS_PARTS	Parts of trip non-federally funded
	TRIP_TEMPLATE_NAME	Name of template related to trip
	SHARED_TEMPLATE_IND	Yes/No whether trip from a shared template
	ROUTING_ID	The id of the routing path of the trip
	REMARK_CHAIN_ID	The id of the remarks chain of the trip
	CUSTOM_DOC_NBR	The custom document number of the trip
	TRAVEL_ORDER_NO	NA / Deprecated
	AUTHORIZATION_SUBMITTED	Date trip was submitted for approval
	OBLIGATION_STATUS	The status of the associated obligation
	AGENCY_COMMENT	Comment received from the agency financial system
	AGENCY_REJECT_CNT	The number of rejections from the agency financial system
	ACCT_CODE_CHAIN_ID	The id of the account code chain of the trip
	USES_FINANCIAL_INTERFACE	Yes/No whether trip record requires interface with agency financial system
	OBLIGATION_DATE	The date of the obligation of the trip
	JUSTIFS_UPDATED	Yes/No whether trip required justifications
	PARENT_TRIP_ID	The id of the parent trip of the current trip record -- amendments and supplementals
	BUSINESS_FIRST_INDICATOR	The user-declared cabin class of the trip
	LOAD_DATE	Date the data was loaded into the extract

Law Office of Hart & Associates, Ltd.  
Attorney and Counselor  
4931 Nashwood Lane  
Dallas, Texas 75244

August 3, 2010

Beatrice Ezerski  
Secretary to the Board  
Railroad Retirement Board

Re: Freedom of Information Act Appeal

Dear Ms. Ezerski,

I am responding to your letter of July 6, 2010 (copy attached).

Thank you for the opportunity and your willingness to resolve this matter.

Concerning the portion of your letter stating that an outside contractor "retains possession" of the information, please see Item 6 of my letter dated June 7, 2010, which cites the law on this issue. The law is clear and current. These are "agency records." We expect to receive the actual records requested, and not "records comparable to what he has requested," as your letter states.

With regard to your request that Mr. Carollo choose a time period, this was specifically addressed in Item 3 of my letter, which explains that selecting a time period creates more work and confusion for the RRB than simply providing the entire database. Additionally, we cannot specify certain dates as we are not aware of what years are in the RRB database.

Concerning your request that Mr. Carollo select field names from the document you provided, we are willing to accommodate you. But I would first like to verify that this is the full and complete record layout of the only database RRB and/or its contractors maintains related to travel.

Thank you for your assistance.

Sincerely,

*Robert S. Hart*  
Robert S. Hart

SEP 3 2010

Mr. Robert S. Hart  
Attorney at Law  
Hart & Associates, Ltd.  
4931 Nashwood Lane  
Dallas, TX 75244

Re: Freedom of Information Act  
Appeal dated June 7, 2010

Dear Mr. Hart:

This is to acknowledge your letter dated August 3, 2010 to Ms. Beatrice Ezerski, Secretary to the Board, Railroad Retirement Board (hereinafter the Board) wherein you requested that we verify the record layout provided by CW Government Travel, Inc., the Board's government travel contractor, which was previously provided to you by letter dated July 6, 2010.

Please be advised that we are currently awaiting verification from CW Government Travel, Inc. concerning the completeness of the record layout which they previously provided to us for release to you.

We expect to be able to provide you a response within the next 10 days.

Sincerely,

Steven A. Bartholow  
General Counsel

  
SABartholow:MPDadabo:ETWooden:etw:  
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# JOURNALIST RUSSELL CAROLLO

1947 Newton Road Extension  
Red Creek Ranch, Pueblo, CO 81005

Phone: (719) 488-3131

Fax: CALL

Email: russellcarollo@gmail.com

Nov. 23, 2010

Steven A. Bartholow  
Railroad Retirement Board General Counsel

Dear Mr. Bartholow,

Pursuant to the federal Freedom of Information Act, 5 U.S.C. 552, I request access to and copies of all databases containing information related in any way to travel by RRB employees and/or financed by the RRB. This would include, but not be limited to, travel paid for by other entities, public or private.

This request includes, but is not limited to, all records of RRB travel held by the Department of Interior's National Business Center and/or Carlson Wagonlit Travel.

Please note that subsection 5 USC 552(f)(2)(B) was added in the 2007 amendments:

(f) For purposes of this section, the term—

(1) "agency" as defined in section 551 (1) of this title includes any executive department, military department, Government corporation, Government controlled corporation, or other establishment in the executive branch of the Government (including the Executive Office of the President), or any independent regulatory agency; and

(2) "record" and any other term used in this section in reference to information includes—

(A) any information that would be an agency record subject to the requirements of this section when maintained by an agency in any format, including an electronic format; and

***(B) any information described under subparagraph (A) that is maintained for an agency by an entity under Government contract, for the purposes of records management.***

I am attaching DOJ guidance regarding Subsection 5 USC 552(f)(2)(B), which, again, clearly defines as "agency records" all government records held by private contractors.

I spoke to legal counsel for the Senate Judiciary Committee, which oversaw the legislation, and I also spoke with a DOJ FOIA attorney, who forwarded me the attached guidance.

It's quite clear that Subsection 5 USC 552(f)(2)(B), sponsored by Senate Judiciary Committee Chairman Sen. Patrick Leahy, was intended to cover precisely the type of records I've requested.

In an effort to minimize the response effort and taking into account the history of the response to my previous, similar request of Feb. 16, 2010, (which this request supercedes), I limit this request to fields identified in the attached record layout of the NBC/CWT database provided by BBG if, and only if, these field names still are accurate. If not accurate, I ask for all requested in paragraph one of this request.

In addition, if my field selections do not include the following, I also request: any and all fields containing information related in any way to: First, middle and last names of travelers; suffixes related to names; exact dates of departure and return (month day and year); purpose(s) and type(s) of trip; destination city, state/country and all related fields (abbreviations and fields indicating foreign travel); fields identifying trips by voucher number or document number; total cost of trip and/or amount(s) paid to the traveler; fields indicating class of air travel.

I also request that you include a record layout (data dictionary) describing all database fields, including fields not specifically requested above and any training/instructional material associated with this database. I need raw computer data in an electronic form with field delimiters, not a text dump, printout or directions to a website. Also, please include definitions for any codes.

I can accept this computer data in a variety of formats (Oracle, Access, Excel, FoxPro and Paradox and many others), and I ask that you contact me first if you have any technical questions so we can work those out beforehand.

Please justify each deletion (including individual computer fields) separately by reference to specific exemptions of the Act, and release all reasonably segregable portions of otherwise exempt material. I, of course, reserve the right to appeal any decisions.

I will only modify this request in writing -- not via telephone.

Send me documentation of any similar requests.

Notify me prior to incurring more than \$150 of expenses. The information is intended for publication that, as the fee waiver requires, is "likely to contribute significantly to public understanding of the operations or activities of the government." A number of projects about government operations written by me were published by numerous newspapers across the United States and in other countries. Those projects resulted in network news magazine shows on ABC, NBC, CBS and cable networks; Congressional hearings; federal legislation; policy changes; and numerous national awards, including three presented personally by U.S. Presidents Ford, Clinton and George W. Bush. I ask that you waive all fees.

This information is of timely value, so please communicate questions by telephone rather than by mail. I look forward to your reply within 20 business days, as the statute requires.

Thanks for your assistance.

Yours very truly,

Russell Carollo, journalist

E2 Solutions Data Extract  
Data Dictionary  
6/1/2007

## TABLE COLUMN DESCRIPTION

### *EXTRACT\_PAYMENTMETHOD*

*The extract\_paymentmethod table contains the methods by which a traveler chose to be reimbursed on a payment via E2.*

EXT\_AGENCY\_CODE The code representing the agency

TRIP\_ID The id of the trip related to the payment

VOUCHER\_ID The id of the voucher related to the payment

RECLAIM\_SEQNO The number of the voucher reclaim

TOT\_EIC\_AMOUNT Total dollar amount to be disbursed to EIC

TOT\_CBA\_AMOUNT Total dollar amount to be disbursed to CBA

TOT\_TVLR\_AMOUNT Total dollar amount to be disbursed to traveler

LOAD\_DATE Date the data was loaded into the extract

*EXTRACT\_REMARKS The extract\_remarks table contains the remarks that were entered on a document in E2.*

EXT\_AGENCY\_CODE The code representing the agency

REMARK\_CHAIN\_ID The id of the chain of remarks

REMARK\_DATE The creation date of the remark



MODULE The module in which the remark was created

CREATED\_BY The author of the remark

REMARK\_TEXT The text of the remark

LOAD\_DATE Date the data was loaded into the extract

### **EXTRACT\_PAYMENTS**

*The extract\_payments table contains data received by E2 from the agency financial system concerning payments made on a document in E2.*

TRIP\_ID The id of the trip related to the payment

SEQNO The sequence number of the payment

VOUCHER\_ID The id of the voucher related to the payment

DOV\_NUM NA / Deprecated

AMOUNT\_DUE Payment amount due

DATE\_DUE Date payment due

AMOUNT\_PAID Payment amount paid

DATE\_PAID Date payment paid

EFT\_TRACER Electronic transfer tracer number

CHECK\_NO Payment check number

CLAIM\_NO Payment claim number

PROCESSED Yes/No whether payment replied as processed

DATE\_COLLECTED NA / Deprecated

DISBURSEMENT\_TYPE Disbursement type/class

DISBURSEMENT\_CODE Disbursement code/class

CUSTOM\_DOC\_NBR Custom document number of voucher related to payment

EXT\_AGENCY\_CODE The code representing the agency

*EXTRACT\_LOCALTRAVEL* The extract localtravel table contains the data central to a local travel voucher.

EXT\_AGENCY\_CODE The code representing the agency

LTRIP\_ID The id of the local travel voucher

SSN The id of the traveler (not the actual social security number)

MCUST\_ID The id of the traveler's major customer

CUST\_ID The id of the traveler's minor customer

STATUS The status of the local travel voucher

PERIOD\_START The start date of the local travel voucher

PERIOD\_STOP The end date of the local travel voucher

DATE\_SUBMITTED The date the local travel voucher was submitted for approval

COMPLETED Yes/No whether claim has been completed

CLAIM\_TYPE NA / Deprecated

ROUTING\_ID The id of the routing path related to the local travel voucher

ORDERS\_GENERATED\_DATE Creation date of the local travel claim

ACCT\_CODE\_CHAIN\_ID The id of the account code chain related to the local travel voucher

CUSTOM\_DOC\_NBR The custom document number of the local travel voucher

LOAD\_DATE Date the data was loaded into the extract

REMARK\_CHAIN\_ID The id of the remark chain related to the local travel voucher

EXTRACT\_ACCOUNTCODE The *extract\_accountcode* table contains the account codes related to documents within E2.

EXT\_AGENCY\_CODE The code representing the agency

CHAIN\_ID The id of the account code chain (related to acct\_code\_chain\_id in document tables)

Page 1 of 6 (c) Carlson Wagonlit Travel, 2007

E2 Solutions Data Extract

Data Dictionary

6/1/2007

## **TABLE COLUMN DESCRIPTION**

ACCT\_CODE\_ID The id of the account code

ACCT\_CODE\_STRING The concatenated account code

BBFY The GSA BBFY

FUND The GSA FUND

REGION The GSA REGION

BUDGET\_ACTIVITY The GSA BUDGET\_ACTIVITY

ORG The GSA ORG

COST\_ELEMENT The GSA COST\_ELEMENT

FUNCTION\_CODE The GSA FUNCTION\_CODE

PROJECT\_CODE The GSA PROJECT\_CODE

BUILDING\_NUMBER The GSA BUILDING\_NUMBER

WORK\_ITEM The GSA WORK\_ITEM

SYSTEM\_CODE The GSA SYSTEM

VEHICLE\_TAG\_NBR The GSA VEHICLE\_TAG\_NBR

AGREEMENT\_NUMBER The GSA

AGREEMENT\_NUMBER

CONTRACT\_NUMBER The GSA

CONTRACT\_NUMBER

CONTRACT\_LINE The GSA CONTRACT\_LINE

ACCT\_CODE\_DESCRIPT The description of the  
account code

ACTIVE The active status of the account code

FUND\_NAME The name of the fund related to the  
account code

AMOUNT The dollar amount allocated to the account  
code

OBLIGATED\_AMT N/A for GSA

OBLIGATED\_BALANCE N/A for GSA

LOAD\_DATE Date the data was loaded into the  
extract

**EXTRACT\_CUSTOMERGROUPINGS**

*The extract\_customergroupings table is a flat-file  
representation of the customer matrix (hierarchy) in  
E2*

EXT\_AGENCY\_CODE The code representing the  
agency

AGENCY\_NAME The name of the Agency

ORGANIZATION\_CODE The if of the Organization

ORGANIZATION\_NAME The name of the  
Organization

MCUST\_ID The id of the Major Customer

MCUST\_NAME The name of the Major Customer

CUST\_ID The id of the Minor Customer

CUST\_NAME The name of the Minor Customer

LOAD\_DATE Date the data was loaded into the  
extract

*EXTRACT\_SITES* The *extract\_sites* table contains the travel sites related to a document in E2.

EXT\_AGENCY\_CODE The code representing the agency

SITE\_TYPE The stage of the trip to which the site group is linked

TRIP\_ID The id of the trip

SEQNO The sequence number of the site in relation to the trip

CITY The city name of the site

COUNTRY The country name of the city

COUNTY\_FLAG The status of the site as a county

LODGRATE The daily lodging rate for the site

MIERATE The daily meals and incidentals rate for the site

TOT\_PERDIEM The total perdiem rate for the site

TOT\_LODG The total lodging rate for the site

DAYS The duration in days at the site

NIGHTS The duration in nights at the site

ARR\_DATE The arrival date at the site

DEP\_DATE The departure date at the site

MODE1 The mode of transportation to the site

MODE2 The mode of transportation from the site

AIRPORT1 The arrival airport of the site

AIRPORT2 The departure airport of the site

HOTEL Yes/No hotel used at the site

RENTAL\_CAR Yes/No rental car used at the site

RENTAL\_CAR\_DAYS Duration of days rental car used

CAR\_PICKUP\_DATE Start date of car rental at site

CAR\_RETURN\_DATE End date of car rental at site

CAR\_PICKUP\_LOCATION Location of car pickup

CAR\_RETURN\_LOCATION Location of car return

CAR\_TYPE Type code of rental car

CAR\_JUSTIF Justification for rental car

DEPART\_TIME Hour of departure from site

DEPART\_CODE Code of departure from site

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E2 Solutions Data Extract

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## **TABLE COLUMN DESCRIPTION**

REIMB\_CODE Code of reimbursement at site

(Per diem, Actual, Reduced)

REDUCED\_LODGING Dollar amount of reduced per diem lodging

REDUCED\_MIE Dollar amount of reduced per diem meals and incidentals

NON\_AVAILABILITY Non-availability justification

NONCONTRACT\_JUSTIF Justification for non-contract

LP\_SITE Yes/No lodging program site

SS NA / Deprecated

BOOKED\_HOTEL\_RATE Nightly rate of booked hotel

REASON NA / Deprecated

REIMB\_CODE\_LODGING Code of reimbursement for lodging

REIMB\_CODE\_MEALS Code of reimbursement for meals

CROSSED\_IDL Day adjustment of international date line crossing for site

GA\_COMMITTED\_CODE Code of government auto  
committed  
ACTUAL\_MEAL\_RATE Meal expenses if actual  
reimbursement  
ACTUAL\_LODGING\_RATE Lodging expenses if  
actual reimbursement  
TOT\_LODG\_TAX Lodging tax at site  
CLASS\_OF\_SERVICE\_CODE Airfare Class  
(Economy, Business Class, First Class)  
ZERO\_INCIDENTALS\_ALLOWED Yes/No incidental  
expenses=0 at site  
COUNTY County name of site  
STATE State code of site  
LOAD\_DATE Date the data was loaded into the  
extract  
*EXTRACT\_VOUCHERS*  
EXT\_AGENCY\_CODE The code representing the  
agency  
TRIP\_ID The id of the trip related to the voucher  
VOUCHER\_ID The id of the voucher related to the  
trip  
STATUS The status of the voucher  
VOUCHER\_BEGIN The start date of the voucher  
VOUCHER\_END The end date of the voucher  
FINAL\_VOUCHER\_FLAG Yes/No if the voucher is  
the final for the trip  
NTH\_OCCURRENCE NA / Deprecated  
NON\_EIC\_USED NA / Deprecated  
VOUCHER\_FILED\_DATE Date voucher sent for  
approval  
AUDITOR\_SSN SSN (GUID) of auditor

AUDIT\_FLAG Yes/No if the voucher should be/was audited  
AUDIT\_DATE Date of audit  
AUDIT\_STATUS Status of audit  
FROZEN NA / Deprecated  
VOUCHER\_CLOSED\_DATE Date voucher reached status of closed  
PAYMENT\_OPTION NA / Deprecated  
REJECT\_STAGE Rejection sequence number  
REJECT\_CODE Rejection reason code sequence number  
RECLAIM\_VOUCHER\_IND Yes/No if voucher has an associated reclaim  
ROUTING\_ID The id of the routing path of the voucher  
REMARK\_CHAIN\_ID The id of the remark chain of the voucher  
PAYMENTS\_APPLIED Amount of payments applied to voucher  
ROUTING\_ID\_RECLAIM The id of the routing path of the voucher if it is a reclaim  
AGENCY\_COMMENT Comment from agency financial system  
AGENCY\_REJECT\_CNT Count of rejections from agency financial system  
CUSTOM\_DOC\_NBR Custom document number of voucher  
ACCT\_CODE\_CHAIN\_ID The id of the account code chain of the voucher  
VOUCHER\_TYPE Type/class of voucher



LOAD\_DATE Date the data was loaded into the extract

*EXTRACT\_APPROVALS*

EXT\_AGENCY\_CODE The code representing the agency

APPROVAL\_LOOKUP\_ID The id of the routing reason

APPROVAL\_ID The id of the routing step

ROUTING\_ID The id of the routing path

POOL\_NAME The name of the routing pool

APPROVER\_NAME The name of the approver

APPROVED\_DATE The date of the approval of the step

DATETIME\_NOTIFIED The date the approver was notified of pending approval

ROUTING\_STATE The routing state of the step

PRIORITY The priority of the step

OWNER\_NAME The name of the approver to whom the step is locked

OWNER\_TIME The date the owner locked the step

MODULE The module of the routing path

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## **TABLE COLUMN DESCRIPTION**

RULE\_NAME The name of the rule that created the step

TEMPLATE\_NAME The name of the template that created the step

RULE\_ID The id of the rule that created the step

CUSTOM\_DESCRIPTION The user-entered description of the rule that created the step

DYNAMIC\_INSERT\_BY\_NAME The name of the user that created a dynamically inserted step

LOAD\_DATE Date the data was loaded into the extract

*EXTRACT\_CUSTOMERSETTINGS*

EXT\_AGENCY\_CODE The code representing the agency

MCUST\_ID The id of the major customer

CUST\_ID The id of the minor customer

SETTING\_LEVEL The level of the hierarchy at which the setting is made

SETTING The name of the setting

VALUE The value of the setting

LOAD\_DATE Date the data was loaded into the extract

*EXTRACT\_OPENAUTH*

EXT\_AGENCY\_CODE The code representing the agency

OA\_ID The id of the open authorization

OA\_TYPE The type of the open authorization  
(Limited, Unlimited)

SSN The ssn (GUID) of the user to whom the open authorization applies

STATUS The status of the open authorization

START\_DATE The start date of the open authorization

END\_DATE The end date of the open authorization

DESTINATION\_TYPE The location type/class of the open authorization

TOTAL\_EST\_COST The total estimated cost of the open authorization

TRIP\_CEILING The maximum per-trip cost of the open authorization

PURPOSE The specific purpose of the open authorization

ROUTING\_ID The id of the routing path of the open authorization

ACCT\_CODE\_CHAIN\_ID The id of the accounting chain of the open authorization

EFFECTIVE\_DATE The effective date of the open authorization

CUTOFF\_DATE The ineffective date of the open authorization

CUSTOM\_DOC\_NBR The custom document number of the open authorization

OBLIGATION\_STATUS The status of the obligation related to the open authorization

OBLIGATION\_DATE The date the obligation related to the open authorization was recorded

LOAD\_DATE Date the data was loaded into the extract

*EXTRACT\_PEOPLE*

EXT\_AGENCY\_CODE The code representing the agency

LAST The last name of the user

FIRST The first name of the user

MI The middle initial of the user

SUFFIX The suffix of the user

NAME The concatenated name of the user

TITLE The title of the user

WORK\_PHONE The work phone number of the user  
HOME\_PHONE The home phone number of the user  
ALT\_PHONE The alternate phone number of the user  
FAX The facsimile number of the user  
ADDRESS1 The address line 1 of the user  
ADDRESS2 The address line 2 of the user  
CITY The city of the user  
STATE The state of the user  
COUNTRY The country of the user  
ZIP The zip code of the user  
US\_CITIZEN Yes/No whether the user is a US Citizen  
BASECODE The city code of the primary duty station  
of the user  
BASECODE\_CITY The city name of the primary duty  
station of the user  
BASECODE\_AIRPORT The airport code of the  
primary duty station of the user  
TICKET\_METHOD The user's preferred method of  
ticket delivery  
SSN The ssn (GUID) of the user  
LOGNAME The login id of the user  
ORGANIZATION\_CODE The id of the Organization of  
the user  
MCUST\_ID The id of the Major Customer of the user  
CUST\_ID The id of the Minor Customer of the user  
USER\_TYPE The user's type/class  
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## **TABLE COLUMN DESCRIPTION**

**EXTERNAL\_APPROVER\_LEVEL** The user's level of authority for approvals outside of his/her Minor Customer

**REPORT\_ACCESS\_LEVEL** The user's level of authority for reports outside of his/her Minor Customer

**AUDITOR\_LEVEL** The user's level of authority for audits outside of his/her Minor Customer

**SYSTEM\_ADMIN\_PRIVILEGE** The user's level of authority for system administration outside of his/her Minor Customer

**DOCUMENT\_VIEW\_LEVEL** The user's level of authority for document review outside of his/her Minor Customer

**OBE\_PROFILE** The id of the user online booking engine profile

**EMAIL\_ADDRESS** The email address of the user

**USER\_DISABLED** Yes/No whether the user is disabled status in E2

**DELEGATE\_ONLY** NA / Deprecated

**SELF\_APPROVER** Yes/No whether the user has self-approval rights

**USER\_AUTOAUDIT** Yes/No whether the user's documents are forced to audit

**USER\_TRAINED** Yes/No whether the user has received E2 training

**INVITATIONAL\_TRAVELER** Yes/No whether the user is an invitational traveler

**TRAVEL\_CHARGE\_CARD\_OPTION** The credit card requirement setting for the user

**ADVANCE\_ALLOW** Yes/No whether the user can request a travel advance

RULES\_ACCEPT Yes/No whether the user has accepted the Rules of Behavior

CREATED\_DATE Creation date of the user in E2

ACTUAL\_SSN The social security number of the user (encrypted in extract)

OTHER\_EMPLOYEE\_ID The employee id of the user

LOAD\_DATE Date the data was loaded into the extract

BASECODE\_STATE The state code of the user's primary duty station

BASECODE\_COUNTRY\_CODE The country code of the user's primary duty station

### *EXTRACT\_EXPENSES*

EXT\_AGENCY\_CODE The code representing the agency

EXP\_DATA\_TYPE The data type of the expense record

TRIP\_ID The id of the trip of the expense

TRIP\_DATE The date of the expense

CITY\_CODE The city code of the expense

CITY The city name of the expense

SEQNO The sequence number of the expense

EXP\_NAME The name of the expense type

AMOUNT The dollar amount of the expense

LOAD\_DATE Date the data was loaded into the extract

VOUCHER\_ID The voucher\_id of the expense

### *EXTRACT\_TRIPS*

EXT\_AGENCY\_CODE The code representing the agency

TRIP\_ID The id of the trip

OA\_ID The id of the open authorization related to the trip

GA\_ID The id of the group authorization related to the trip

FINAL\_TRIP\_OA\_IND Yes/No whether the trip is the last under an open authorization

AMENDMENT\_IND Yes/No whether the trip is amended

STATUS The status of the trip

TRAVEL\_APPROVED Yes/No whether the trip has been approved

AGENCY\_CODE\_EXT The agency code of the trip

MATRIX\_CODE The matrix code (Organization ID) of the trip

MCUST\_ID The id of the Major Customer of the trip

CUST\_ID The id of the Minor Customer of the trip

SSN The ssn (GUID) of the user of the trip

LOGNAME The login id of the user of the trip

TDY\_TYPE The type code/class of travel

PURPOSE The specific purpose of the trip

PERDIEM\_RULE NA / Deprecated

VOCO NA / Deprecated

CONUS\_ORDERS Yes/No whether or not the trip is CONUS

REIMB\_CODE The reimbursement method code

LEAVE\_USED Yes/No whether the trip contains Leave

BREAK\_USED Yes/No whether the trip contains Break

LODGING\_PROGRAM\_CODE The code of the lodging program for the trip

MORE\_ADVANT\_TO\_GOVT NA / Deprecated  
CORPORATE\_CARD\_REQUIRED NA / Deprecated  
NON\_EIC\_USED NA / Deprecated  
CANCEL\_RESERVATIONS\_ONLY Yes/No whether  
the trip had reservations cancelled  
CUST\_AUTOAUDIT Yes/No whether the Minor  
Customer setting required the trip to be audited  
COMPLETED NA / Deprecated  
ARCHIVED NA / Deprecated  
ORDERS\_GENERATED\_DATE Creation date of the  
trip record

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#### **TABLE COLUMN DESCRIPTION**

BOOKING\_DATE Booking date of the trip  
TICKETING\_DATE Ticketing date of the trip  
FINAL\_VOUCHER\_CLOSED\_DATE Date the final  
voucher related to the trip was closed  
TICKET\_METHOD Ticket delivery method  
RECORD\_LOCATOR PNR (Passenger Name  
Record) of the reservations of the trip  
RECORD\_LOCATOR2 Secondary PNR (Passenger  
Name Record) of the reservations of the trip  
AIRLINES\_USED Code of airlines used in reservation  
BOOKING\_AIR\_STATUS Status of air booking  
BOOKING\_CAR\_STATUS Status of car booking  
BOOKING\_HOTEL\_STATUS Status of hotel booking  
CAR\_JUSTIFICATION Justification for out-of-policy  
rental car



AIR\_JUSTIFICATION Justification for out-of-policy  
airfare  
CABINCLASS\_JUSTIFICATION Justification for out-  
of-policy cabin class  
CONTRACTED\_AIR Government-contracted city pair  
rate amount  
BOOKED\_AIR Booked airfare amount  
LOWEST\_COST\_AIR NA / Deprecated  
COMPARATIVE\_AIR Comparative airfare amount if  
method of travel not air  
NFS\_TRIP\_IND Yes/No whether trip non-federally  
funded  
NFS\_PARTS Parts of trip non-federally funded  
TRIP\_TEMPLATE\_NAME Name of template related  
to trip  
SHARED\_TEMPLATE\_IND Yes/No whether trip from  
a shared template  
ROUTING\_ID The id of the routing path of the trip  
REMARK\_CHAIN\_ID The id of the remarks chain of  
the trip  
CUSTOM\_DOC\_NBR The custom document number  
of the trip  
TRAVEL\_ORDER\_NO NA / Deprecated  
AUTHORIZATION\_SUBMITTED Date trip was  
submitted for approval  
OBLIGATION\_STATUS The status of the associated  
obligation  
AGENCY\_COMMENT Comment received from the  
agency financial system  
AGENCY\_REJECT\_CNT The number of rejections  
from the agency financial system

**ACCT\_CODE\_CHAIN\_ID** The id of the account code chain of the trip

**USES\_FINANCIAL\_INTERFACE** Yes/No whether trip record requires interface with agency financial system

**OBLIGATION\_DATE** The date of the obligation of the trip

**JUSTIFS\_UPDATED** Yes/No whether trip required justifications

**PARENT\_TRIP\_ID** The id of the parent trip of the current trip record -- amendments and supplementals

**BUSINESS\_FIRST\_INDICATOR** The user-declared cabin class of the trip

**LOAD\_DATE** Date the data was loaded into the extract

## **SOURCE OF THIS DOCUMENT:**

**<http://www.justice.gov/oip/foiapost/agencyrecords.htm>**

# **Treatment of Agency Records Maintained For an Agency By a Government Contractor for Purposes of Records Management**

## **INTRODUCTION**

Section 9 of the OPEN Government Act of 2007, Pub. L. No. 110-175, 121 Stat. 2524, amended subsection (f)(2) of the Freedom of Information Act (FOIA), which contains the definition of the term "record." Section 9 provides that agency records "maintained for an agency by an entity under Government contract, for the purposes of records management," remain subject to the FOIA. This statutory provision clarifies existing law and was not intended to disturb settled case law defining the term "agency record." Instead, the straight-forward purpose of the new provision was to make clear that agency records remain subject to the FOIA even if they have been placed in the physical possession of a government contractor for purposes of records management.

## **THE AMENDED DEFINITION OF "RECORD"**

Since 1996 the FOIA has defined the term "record" as including "any information that would be an agency record subject to the requirements of [the FOIA] when maintained by an agency in any format, including an electronic format." 5 U.S.C. § 552(f)(2). Agencies have long applied the two-part test established by the Supreme Court in United States Department of Justice v. Tax Analysts, 492 U.S. 136, 144-45 (1989), when determining whether a record is an agency record subject to the FOIA.

Under Tax Analysts, an agency first "must 'either create or obtain' the requested materials" and second, "the agency must be in control of the requested materials at the time the FOIA request is made." Id. The Supreme Court elaborated that "[b]y control [it meant] that the materials have come into the agency's possession in the legitimate conduct of its official duties." Id. at 145. The Court of Appeals for the District of Columbia Circuit has found that "control" over a record maintained by a government contractor is the key consideration in the agency record analysis. See Burka v. HHS, 87 F.3d 508, 515 (D.C. Cir. 1996) (finding that data tapes not "currently located on agency property," are nonetheless

"agency records" due to "the extensive supervision and control exercised by the agency" over the documents). In determining whether an agency has "control" of a document, the D.C. Circuit has identified the following four factors as relevant to the analysis: "(1) the intent of the document's creator to retain or relinquish control over the records; (2) the ability of the agency to use and dispose of the record as it sees fit; (3) the extent to which agency personnel have read or relied upon the document; and (4) the degree to which the document was integrated into the agency's record system or files." *Id.* (quoting D.C. Circuit opinion in *Tax Analysts v. Dep't of Justice*, 845 F.2d 1060, 1069 (D.C. Cir. 1988) (citation omitted), *aff'd on other grounds*, 492 U.S. 136 (1989)).

With passage of Section 9 of the OPEN Government Act, Congress retained its previous definition of the term "record," and added a new provision specifically addressing the status of any agency records that might be in the possession of government contractors for the purposes of records management. As amended, subsection (f)(2) of the FOIA now defines a "record" to include:

(A) any information that would be an agency record subject to the requirements of this section when maintained by an agency in any format, including an electronic format; and

*(B) any information described under subparagraph (A) that is maintained for an agency by an entity under Government contract, for the purposes of records management. (text added via OPEN Government Act italicized).*

The first part of Section 9 (the new paragraph "B" in the definition) delimits the reach of this new provision. By referring to "any information described under subparagraph A," Congress made clear that the new provision pertains to records that fit within the pre-existing definition of the term "agency records" under the FOIA. In making that initial determination, agencies should continue to utilize the test set out by the Supreme Court in *Tax Analysts*.

The second part of Section 9 provides that when such agency records are "maintained for an agency by an entity under Government contract, for the purposes of records management" those records remain "agency records" subject to the FOIA (emphasis added). This provision thus addresses the distinct situation where an agency relinquishes possession of its agency records to a contractor for the purposes of records management. In such situations those records remain subject to the FOIA, just as if possession had not been transferred. In other words, when records have merely been removed to the possession of a

government contractor for the purposes of records management, those agency records remain subject to the FOIA even though they are no longer in the physical custody of the agency.

The legislative history of the OPEN Government Act reflects this straight-forward purpose behind the new provision. Senator Leahy explained that Section 9 "clarifies that FOIA applies to agency records that are held by outside private contractors, no matter where those records are located." 153 Cong. Rec. S15831 (daily ed. Dec. 18, 2007) (statement of Sen. Leahy); see also, 153 Cong. Rec. S14849 (daily ed. Dec. 6, 2007) (same); 153 Cong. Rec. S10987 (daily ed. Aug. 3, 2007) (same). Similarly, Senator Leahy described the intent behind an earlier version of the provision this way: "This section clarifies that agency records kept by private contractors licensed by the government to undertake recordkeeping functions remain subject to FOIA just as if those records were maintained by the relevant government agency." S. Rep. No. 110-59, at 7 (2007).

Thus, both the clear language of the new statutory provision, as well as its legislative history, make clear that this provision is intended to ensure that in the event an agency gives up possession of its agency records by transferring them to a contractor for purposes of records management, those records remain subject to the FOIA. Such a situation could occur when, for example, an agency contracts with an entity to store, organize, or manage its records.



UNITED STATES OF AMERICA  
RAILROAD RETIREMENT BOARD  
844 NORTH RUSH STREET  
CHICAGO, ILLINOIS 60611-2092

OFFICE OF GENERAL COUNSEL

DEC 01 2010

Mr. Russell Carollo, Journalist  
1947 Newton Road Extension  
Red Creek Ranch  
Pueblo, CO 81005

Re: Freedom of Information Act  
Request dated November 23, 2010,  
C. 0749-11

Dear Mr. Carollo:

This is to acknowledge your email request dated November 23, 2010 to the Railroad Retirement Board (RRB) wherein you requested "access to and copies of all databases containing information related in any way to travel by RRB employees and/or financed by the RRB." and including, "but not limited to, travel paid for by other entities, public or private." Additionally, you stated your request includes ". . . all records of RRB travel held by the Department of Interior's National Business Center and/or Carlson Wagonlit Travel." You made your request pursuant to the Freedom of Information Act.

As you may know, the RRB is an independent agency in the executive branch of the United States Government that is charged with the administration of the Railroad Retirement Act (45 U.S.C. § 231 et seq.) and the Railroad Unemployment Insurance Act (45 U.S.C. § 351 et seq.). The Railroad Retirement Act replaces the Social Security Act with respect to employment in the railroad industry. As a Federal agency, the RRB is subject to the provisions of the Freedom of Information Act (FOIA) (5 U.S.C. §552) and of the Privacy Act (5 U.S.C. §552a). The Privacy Act generally prohibits disclosure of information concerning individuals to third parties.

In previous requests to the RRB, you informed us that you had made similar requests for travel database information to numerous Federal agencies. Accordingly, we have sought advice from the Department of Justice (DOJ), Justice Management Division, concerning our agency response to your request. Once we receive guidance from DOJ, we will respond to your request.

accordingly. For your information, you may contact the Justice Management Division at [jmdtoia@usdoj](mailto:jmdtoia@usdoj).

#### Mediation Rights.

As part of the 2007 FOIA amendments, the Office of Government Information Services (OGIS) was created to offer mediation services to resolve disputes between FOIA requesters and Federal agencies as a non-exclusive alternative to litigation. Using OGIS services does not affect your right to pursue litigation. If you are requesting access to your own records (which is considered a Privacy Act request), you should know that OGIS does not have the authority to handle requests made under the Privacy Act of 1974. You may contact OGIS in any of the following ways:


Office of Government Information Services  
National Archives and Records Administration  
Room 2510  
8601 Adelphi Road  
College Park, MD 20740-6001  
E-mail: [ogis@nara.gov](mailto:ogis@nara.gov)  
Telephone: 301-837-1996  
Facsimile: 301-837-0348  
Toll-free: 1-877-684-6448

#### Appeal Rights.

The regulations of the Railroad Retirement Board provide that you may appeal the denial of a requested record by writing to the Secretary to the Board, Railroad Retirement Board, 844 North Rush Street, Chicago, Illinois 60611-2092, within 20 days following your receipt of this letter. A letter of appeal must include reference to, or a copy of, this letter.

Sincerely,

Steven A. Bartholow  
General Counsel

  
SABartholow:MPDadabo:ET Wooden:etw:scm  
I:\wp7data\FOIA\CAROLLOR0749.etw.doc



## Wooden, Eric

---

From: Bartholow, Steven A.  
Sent: Friday, August 26, 2011 10:19 AM  
To: Wooden, Eric  
Cc: Dadabo, Marguerite P.  
Subject: FW: OGIS call on travel data FOIA request

You should participate in the call-in.

-----Original Message-----

From: Corinna Zarek [<mailto:Corinna.Zarek@nara.gov>]  
Sent: Friday, August 26, 2011 10:14 AM  
To: [hawkins@amtrak.com](mailto:hawkins@amtrak.com); Monica Ashar; [akrog@bbg.gov](mailto:akrog@bbg.gov); [jdavis@bbg.gov](mailto:jdavis@bbg.gov); [Angela.Miller@bpd.treas.gov](mailto:Angela.Miller@bpd.treas.gov); [Denise.Nelson@bpd.treas.gov](mailto:Denise.Nelson@bpd.treas.gov); [Julie.Gilchrist@bpd.treas.gov](mailto:Julie.Gilchrist@bpd.treas.gov); [wgriffin@cftc.gov](mailto:wgriffin@cftc.gov); [asimmons@cns.gov](mailto:asimmons@cns.gov); [mlevy@cpb.org](mailto:mlevy@cpb.org); [kmcknight@cpsc.gov](mailto:kmcknight@cpsc.gov); [james.holzer@dhs.gov](mailto:james.holzer@dhs.gov); [Hugh.Gilmore@do.treas.gov](mailto:Hugh.Gilmore@do.treas.gov); [atorczon@doc.gov](mailto:atorczon@doc.gov); [bdolan1@doc.gov](mailto:bdolan1@doc.gov); [Hicks.Thomas@dol.gov](mailto:Hicks.Thomas@dol.gov); [Kathy.Ray@dot.gov](mailto:Kathy.Ray@dot.gov); [jack.atkinson@ed.gov](mailto:jack.atkinson@ed.gov); [williams.deborah@epa.gov](mailto:williams.deborah@epa.gov); [virgaj@fca.gov](mailto:virgaj@fca.gov); [joel.kaufman@fcc.gov](mailto:joel.kaufman@fcc.gov); [shoko.hair@fcc.gov](mailto:shoko.hair@fcc.gov); [hzia@fdic.gov](mailto:hzia@fdic.gov); [FOIA@fhfa.gov](mailto:FOIA@fhfa.gov); [jeanne.ratchford@fhfa.gov](mailto:jeanne.ratchford@fhfa.gov); [pjohnson@flra.gov](mailto:pjohnson@flra.gov); [rkoppel@flra.gov](mailto:rkoppel@flra.gov); [fenneman@fmc.gov](mailto:fenneman@fmc.gov); [rdickon@fmc.gov](mailto:rdickon@fmc.gov); [odelle.quisumbing@frb.gov](mailto:odelle.quisumbing@frb.gov); [kwright@ftc.gov](mailto:kwright@ftc.gov); [dspalding@gpo.gov](mailto:dspalding@gpo.gov); [mary.summers@gsa.gov](mailto:mary.summers@gsa.gov); [sharon.lighton@gsa.gov](mailto:sharon.lighton@gsa.gov); [robert.eckert@hhs.gov](mailto:robert.eckert@hhs.gov); [Alexander.Morris@hq.doe.gov](mailto:Alexander.Morris@hq.doe.gov); [alexandra.mallus@ios.doi.gov](mailto:alexandra.mallus@ios.doi.gov); [batiepat@lsc.gov](mailto:batiepat@lsc.gov); [foia@mcc.gov](mailto:foia@mcc.gov); [arlin.winefordner@mspb.gov](mailto:arlin.winefordner@mspb.gov); [judi.a.hollingsworth@nasa.gov](mailto:judi.a.hollingsworth@nasa.gov); [miriam.brown-lam@nasa.gov](mailto:miriam.brown-lam@nasa.gov); [ray.j.mcinerney@nbc.gov](mailto:ray.j.mcinerney@nbc.gov); [hattieu@ncua.gov](mailto:hattieu@ncua.gov); [rkendall@ncua.gov](mailto:rkendall@ncua.gov); [mghim@neh.gov](mailto:mghim@neh.gov); [michele.wolin@nlrb.gov](mailto:michele.wolin@nlrb.gov); [donna.sealing@nrc.gov](mailto:donna.sealing@nrc.gov); [ljensen@nsf.gov](mailto:ljensen@nsf.gov); [Joseph.Tangredi@ocio.usda.gov](mailto:Joseph.Tangredi@ocio.usda.gov); [enewton@oge.gov](mailto:enewton@oge.gov); [ryann.witt@opm.gov](mailto:ryann.witt@opm.gov); [campbell.bruce@pbgc.gov](mailto:campbell.bruce@pbgc.gov); [foia@peacecorps.gov](mailto:foia@peacecorps.gov); Bartholow, Steven A.; [lisa.babcock@sba.gov](mailto:lisa.babcock@sba.gov); [winterm@sec.gov](mailto:winterm@sec.gov); [mona.finch@ssa.gov](mailto:mona.finch@ssa.gov); [richard.flahavan@sss.gov](mailto:richard.flahavan@sss.gov); [dsmith@tva.gov](mailto:dsmith@tva.gov); [lwinston@usaid.gov](mailto:lwinston@usaid.gov); [slankford@usaid.gov](mailto:slankford@usaid.gov); [nancy.mize@usdoj.gov](mailto:nancy.mize@usdoj.gov); [phyllis.m.drewery@usdoj.gov](mailto:phyllis.m.drewery@usdoj.gov); [marilyn.abbott@usitc.gov](mailto:marilyn.abbott@usitc.gov); Christopher T - Washington DC Klepac; [Jane.G.Eyre@usps.gov](mailto:Jane.G.Eyre@usps.gov); Clay J. Johnson; [james.horan@va.gov](mailto:james.horan@va.gov); Peter Mulhern; James CIV WHS/ESD Hogan; Stephanie CIV WHS/ESD Carr; [suzanne.council@whs.mil](mailto:suzanne.council@whs.mil)  
Cc: Karen Finnegan; Miriam Nisbet  
Subject: OGIS call on travel data FOIA request

Over the past year, OGIS has spoken with many of you who have received the same or similar FOIA requests for agency travel data sent by Russell Carollo. Many of you have responded to these requests and provided the information sought, but others are still working on responses. OGIS has been in touch with Mr. Carollo on a regular basis to try to make this process go more smoothly for everyone involved, including working with him to narrow the scope of the fields requested and contacting agencies on his behalf to check the status of responses. Several months ago, OGIS also brought together several agency FOIA professionals who have been working on the request to share strategies for response.

As this request continues to move forward at varying states of progress across the executive branch, we think it would be helpful to offer an opportunity for everyone who has received this request to discuss any best practices or tips that may be helpful to your colleagues who continue to work through this request. It is a complicated request, involving records related to agency travel which are typically contained in databases. Most of these databases are run by third-party contractors and there has been some confusion on what is and is not publicly releasable as well as how to obtain the data in the first place. There have also been some questions about fees. It may be helpful for you to discuss these issues with one another to see how your fellow agencies have responded to this request.

We will plan to meet on Wednesday, September 21 from 1:30 to 3 p.m. at the National Archives, 700 Pennsylvania Avenue. We will also make a call-in number available. Please RSVP to me to confirm your participation either in person or on the phone. I will provide detailed location and dial-in information to those who can join us. If there are others from your agency who would benefit from joining the meeting, please invite them.

Thank you,  
Corinna Zarek

-----  
Corinna Zarek  
Attorney Advisor  
Office of Government Information Services  
8601 Adelphi Rd., Rm. 2510  
College Park, MD 20740  
Dir: 301.837.3788  
Main: 301.837.1996  
Fax: 301.837.0348

[www.archives.gov/ogis](http://www.archives.gov/ogis)

## Wooden, Eric

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**From:** Wooden, Eric  
**Sent:** Wednesday, January 18, 2012 10:05 AM  
**To:** 'Russell Carollo'  
**Subject:** FOIA Request - 11-23-2010  
**Attachments:** RRB Travel 1 FOIA Redactions Final Version.pdf; FOIA Travel 2 Final with Redactions.pdf; RRB Travel 3 FOIA Reactions Final.pdf; CAROLLORJan2012.etw.pdf

Mr. Carollo,

Please find attached the Railroad Retirement Board's response to your November 23, 2010 request for travel information pursuant to the Freedom of Information Act.

Regards,



Eric T. Wooden  
General Attorney  
U.S. Railroad Retirement Board  
844 North Rush Street  
Chicago, IL 60611-2092  
(312) 751-7131



UNITED STATES OF AMERICA  
RAILROAD RETIREMENT BOARD  
844 NORTH RUSH STREET  
CHICAGO, ILLINOIS 60611-2092

OFFICE OF GENERAL COUNSEL

JAN 18 2012

Mr. Russell Carollo, Journalist  
1947 Newton Road Extension  
Red Creek Ranch  
Pueblo, CO 81005

Re: Freedom of Information Act  
Request dated November 23, 2010,  
C. 0749-11

Dear Mr. Carollo:

This is in response to email request dated November 23, 2010 to the Railroad Retirement Board (RRB) wherein you requested "access to and copies of all databases containing information related in any way to travel by RRB employees and/or financed by the RRB." and including, "but not limited to, travel paid for by other entities, public or private." Additionally, you stated your request includes ". . . all records of RRB travel held by the Department of Interior's National Business Center and/or Carlson Wagonlit Travel." You made your request pursuant to the Freedom of Information Act. You identified yourself as a representative of the news media.

As you know, the RRB is an independent agency in the executive branch of the United States Government that is charged with the administration of the Railroad Retirement Act (45 U.S.C. § 231 et seq.) and the Railroad Unemployment Insurance Act (45 U.S.C. § 351 et seq.). The Railroad Retirement Act replaces the Social Security Act with respect to employment in the railroad industry. As a Federal agency, the RRB is subject to the provisions of the Freedom of Information Act (FOIA) (5 U.S.C. §552) and of the Privacy Act (5 U.S.C. §552a). The Privacy Act generally prohibits disclosure of information concerning individuals to third parties.

We apologize for the delay in responding to your request. We have now conducted a search of the RRB's records. We are disclosing 1247 pages which are responsive to your request. We have retrieved from the electronic travel system reports by the type of document available to the report, i.e. Travel

Authorization, Travel Voucher, and Local travel. Each attached report covers the period October 1, 2006 through September 30, 2011; basically, fiscal years 2007 through 2011. This is the duration of the RRB's use of Carlson Wagonlit Travel's electronic travel system, E2. Each record contains the following data fields: (1) Traveler; (2) Authorization ID; (3) Trip ID; (4) Document Number; (5) Status; (6) Trip Type; (7) Destination; (8) Departure Date; (9) Return Date; (10) Purpose; (11) Actual Costs; (12) Advance; (13) Advance Repaid; (14) Transportation Costs; (15) Lodging Costs; (16) Meals and Incidental Expenses; (17) Privately Owned Vehicle Expenses; (18) Local Transportation Costs; and (19) Other Expenses.

The pages have been redacted in Adobe format to withhold the names of Office of Inspector General (OIG) criminal investigators pursuant to FOIA Exemption 6, which protects against a clearly unwarranted invasion of personal privacy. 5 U.S.C. § 552(b)(6). In addition, the location of travel in those instances where a criminal investigation is currently ongoing is being withheld under Exemption 7(A), which protects against the release of law enforcement information that could harm an ongoing investigation. 5 U.S.C. § 552(b)(7)(A). The file named "FOIA Travel 2 Final with Redactions" has the section of the FOIA as overlay text when redactions were made. For the other two files, the overlay text would be difficult to read. Therefore any redactions in Column One were made pursuant to FOIA section (b)(6) and (b)(7)(C). Any other redactions in the documents are based on FOIA sections (b)(6), (b)(7)(A), and (b)(7)(C).

We have not made a determination on your status as a requester. Nevertheless, we have waived search and reproduction fees.

#### Mediation Rights.

As part of the 2007 FOIA amendments, the Office of Government Information Services (OGIS) was created to offer mediation services to resolve disputes between FOIA requesters and Federal agencies as a non-exclusive alternative to litigation. Using OGIS services does not affect your right to pursue litigation. You may contact OGIS in any of the following ways:

Office of Government Information Services  
National Archives and Records Administration  
Room 2510  
8601 Adelphi Road  
College Park, MD 20740-6001

E-mail: [ogis@nara.gov](mailto:ogis@nara.gov).  
Telephone: 301-837-1996  
Facsimile: 301-837-0348  
Toll-free: 1-877-684-6448

Appeal Rights.

The regulations of the Railroad Retirement Board provide that you may appeal the denial of a requested record by writing to the Secretary to the Board, Railroad Retirement Board, 844 North Rush Street, Chicago, Illinois 60611-2092, within 20 days following your receipt of this letter. A letter of appeal must include reference to, or a copy of, this letter.

Sincerely,

A handwritten signature in black ink that reads "Karl T. Blank". The signature is written in a cursive, flowing style.

Karl T. Blank  
General Counsel

Attachments

# JOURNALIST RUSSELL CAROLLO

1947 Newton Road Extension  
Red Creek Ranch, Pueblo, CO 81005

Phone: (719) 485-3909  
Fax: CALL FIRST  
Email: russellcarollo@gmail.com

Jan. 20, 2012

Eric T. Wooden  
Railroad Retirement Board

Dear Mr. Wooden,

Pursuant to the federal Freedom of Information Act, 5 U.S.C. 552, I request access to and copies of **all databases** containing information related in any way to travel by RRB employees and/or financed by the RRB. This would include, but not be limited to, travel paid for by other entities, public or private.

This request includes, **but is not limited to**, all records of RRB travel held by the Department of Interior's National Business Center, Carlson Wagonlit Travel and/or the Bureau of Public Debt.

Please note that my request and appeal are made on behalf of BailoutSleuth.com Foundation Inc., and I authorize foundation attorney Robert S. Hart of Dallas, Texas, to represent me.

Please also note that Corinna "Cori" Zarek of the Office of Government Information Services is working with agencies regarding my requests for travel information. She can be reached at (301) 837-3788/or via email at corinna.zarek(AT)nara.gov

Please note that I have been seeking this data from RRB now for nearly two years, since my first request of Feb. 16, 2010. I have made numerous telephone calls and sent numerous emails and letters to clarify my request.

Please also note that my previous requests stated:

***"I need raw computer data in an electronic form with field delimiters, not a text dump, printout or directions to a website...I can accept this computer data in a variety of formats (Oracle, Access, Excel, FoxPro and Paradox and many others), and I ask that you contact me first if you have any technical questions so we can work those out beforehand."***

Nonetheless, the most recent response was a PDF text dump, rendering it virtually worthless for analysis.

Please note again that:

***"I need raw computer data in an electronic form with field delimiters, not a text dump, PDF, printout or directions to a website. Also, please include definitions for any codes."***

In addition, the response to the previous request did not contain other information specifically requested, including, **but not limited to**, other fields identifying type and purpose of travel and also the states, countries and territories associated with the identified cities. Without corresponding states, countries and territories, the names of the cities are worthless. I ask that RRB look at the below list of field types and contact me concern them if there are any questions.

Note, too, that my previous request stated:

***"Please justify each deletion (including individual computer fields) separately by reference to specific exemptions of the Act..."***

The responsive provided no explanation as to why a number of fields of data were withheld.

Since filing my request of February 2010, I became aware that the RRB uses Carlson Wagonlit Travel to manage travel data. Please note that BBC, Interior, GSA, FCC, FLRA and Millennium Challenge Corporation also use Carlson Wagonlit Travel, and all provided data, which is posted on JuketSleuth.com.

None of these agencies provided a PDF copy. All provided records in an electronic format. And all generally provided requested fields.

Given that RRB is not obligated to provide data in response to my previous request beyond the date of the request, I am filing this new request instead of appealing the unsatisfactory response to the earlier request.

Please note that B(7)(A) is designed to prevent "premature disclosure" of information that might interfere with an "active" law enforcement investigation. This would not protect the names of officials traveling to conventions, etc., and, in addition, it would not protect information concerning investigations that are completed. The names of locations also would not be protected in these cases.

Concerning B(6), Congress has stated, "Since only a clearly unwarranted invasion of privacy is a basis for withholding, there is perceptible tilt in favor of disclosure in the exemption." The names of government officials who are paid by taxpayers and who are on trips also financed by taxpayers are not protected by this exemption. Furthermore, the public interest in such information is intense.

Concerning B(7)(C), see previous two paragraphs, and also note that this exemption only applies to "active" law enforcement matters.

In an effort to minimize the response effort and taking into account the history of the response to my previous requests (which this request supercedes), I limit this request to fields containing information related in any way to: First, middle and last names and any unique identifying numbers (other than Social Security numbers) and titles of travelers; suffixes related to names; exact dates of departure and return (month day and year); purpose(s) and type(s) of trip; destination city, state/country and all related fields (abbreviations and fields indicating foreign travel); fields assigning a unique number to each trip; total cost of trip and/or amount(s) paid to the traveler; fields indicating class of air travel; fields identifying non-federal source travel, including sponsors.

To avoid my having to file additional requests, include all records generated as close as possible to the day of the final response, and do not limit the request to only records generated until the date of the request.

I can accept this computer data in a variety of formats (Access, Excel, FoxPro and Paradox and many others), and I ask that you contact me first if you have any technical questions so we can work those out beforehand.



Please justify each deletion (including individual computer fields) separately by reference to specific exemptions of the Act, and release all reasonably segregable portions of otherwise exempt material. I, of course, reserve the right to appeal any decisions.

I will only modify this request in writing -- not via telephone.

If any portion of the requested records is exempt from disclosure, considered too voluminous or denied for any other reason, please provide an index of those documents, as required under *Vaughn v. Rosen*, 484 F.2d 820 (D.C. Cir. 1973), cert. denied, 415 U.S. 977 (1972). A Vaughn index must describe each document claimed as exempt with sufficient specificity "to permit a reasoned judgment as to whether the material is actually exempt under FOIA." *Founding Church of Scientology v. Bell*, 603 F.2d 945, 959 (D.C. Cir. 1979). Moreover, the Vaughn index must "describe each document or portion thereof withheld, and for each withholding it must discuss the consequences of supplying the sought-after information." *King v. U.S. Department of Justice*, 830 F.2d 210, 223-24 (D.C. Cir. 1987).

Notify me prior to incurring more than \$150 of expenses. The information is intended for publication via [JunketSleuth.com](http://JunketSleuth.com) that, as the fee waiver requires, is "likely to contribute significantly to public understanding of the operations or activities of the government." A number of projects about government operations written by me were published by numerous newspapers across the United States and in other countries. Those projects resulted in network news magazine shows on ABC, NBC, CBS and cable networks; Congressional hearings; federal legislation; policy changes; and numerous national awards, including three presented personally by U.S. Presidents Ford, Clinton and George W. Bush. I ask that you waive all fees.

I look forward to your reply within 20 business days, as the statute requires.

Thanks for your assistance.

Yours very truly,

Russell Carollo, journalist